

9/3/14 Minutes FY 16 CIPC

Meeting called to order:
9:10A, Town Hall Basement

Attendee Committee Members:
Bill Wagner, Laurene Wessel, Carrie Arnaud, Linda Sanders, Eliza Lucas

Laurene Wessel nominated Bill Wagner as Chairman and record keeper
Eliza Lucas seconded. Vote: unanimous

Bill Wagner nominated Eliza Lucas as Vice Chair and back up record keeper
Laurene Wessel seconded. Vote: unanimous

Linda circulated CIPC letter for Dept Heads and submission forms to members. No feedback on the documents from the group.

Minor changes from last year's letter include:

- Feasibility of adding projects that cannot be completed in a timely manner
- Remind Depts that the Town is almost at capacity on additional debt (to stay within our guidelines on budget)
- Point out that projects from previous years that were not funded need to be resubmitted and the upcoming projects for future years need to be carried over to the form as well.

Upcoming Dates to hit and meetings to schedule:

9/3/14 FY16 Letter goes out from TA office.

10/1/14 Submissions due from all departments.

Meetings below will be held on the following **Mondays from 2-4PM**, Town Hall Basement.

10/6/14 CIPC to review submissions (Bill will be out of the country, but we will respond electronically after seeing the submissions)

10/20/14 CIPC to meet with Administration, Library & General Government

11/3/14 CIPC to meet with School Dept, Information Systems & Technology

11/17/14 CIPC to meet with Police, Fire, Harbor, Emergency

12/1/14 CIPC to meet with DPW

12/8/14 CIPC will meet and prioritize requests

12/15/14 CIPC will meet and finalize recommendations to the Board of Selectmen

Next Steps for Members:

- Bill will draft debt schedule forecast and send electronically
- Carrie will draft list of reauthorization of funds/allocations
- Linda will draft FY16 operations guidelines and calculations

These documents will be help the members understand the big picture when requests come in from the departments. The documents need to be circulated and understood prior to our first dept head meeting on 10/20. It is possible that the CIPC will add an additional meeting to the schedule listed above to discuss.

Linda alerted the CIPC that a DPW Cat Loader has died and is beyond repair. She has proposals from the DPW for replacing it (by leasing, purchasing, renting) in the near future because it is heavily used by the DPW. Linda and Bill will work together on the best approach to resolve this situation immediately.

Meeting was moved to to adjourn at 9:26A by Laurene Wessel. Linda Sanders seconded.
Vote: unanimous.